

15. Contingency CAS—District Only

15.1 Summary

By providing Contingency Contract Administrative Services (Contingency CAS), Defense Contract Management Command (DCMC) is ready to efficiently and effectively make the transition from routine peacetime operations to the CAS required in the event of crises and war. The Contingency CAS screens are for entering and displaying information necessary to assist in such a transition.

When the Contingency CAS screen 1 opens, you can either select Open or New as explained in Section 6. The procedures for using these options in the Contingency CAS function are discussed below.

Open



If you want to find an existing record to view or edit, select Open by clicking on Open in the drop-down list of File options or on the Open icon. When you select Open, the Search window (Figure 15.1) appears on your monitor with the cursor in the District Code (15.2.1.3) data box ready for you to begin entering the required search information. Type in this information, and then press Tab or Enter. **Press Tab after you enter the date.** Continue entering information for the other data boxes (15.2.1.1 and 15.2.1.7), press Tab or Enter, and then click on **Search**. *Note: You must enter information in all three data boxes before the application will search for a matching record.*

A screenshot of a software window titled "Contingency CAS Search". The window has a yellow background and a red title bar. It contains three text input fields with labels: "District Code:" followed by a box containing "15.2.1.3", "Team Id:" followed by a box containing "15.2.1.1", and "Proposed Deploy Date:" followed by a box containing "15.2.1.7". At the bottom of the window are two buttons: "Search" and "Cancel".

Figure 15.1 Contingency CAS Search Window

Note: Numbers in data boxes indicate corresponding section numbers.

When you click on **Search**, the application searches for a record that matches your search criteria. One of two things will happen as a result of the search: a matching record will be found or no matching record will be found. If a matching record is found, the information associated with it will be displayed on your monitor.

If no matching record is found, a message window (Figure 15.2) will pop up on your monitor to inform you that "No data met your search criteria." Click on **OK** to make this window disappear.



Figure 15.2 No Data...Pop-Up Message

New



If you want to add a new record, select New by clicking on New in the drop-down list of File options or on the New icon. When you do this, the cursor appears in the Team ID data box ready for you to type in your information. Nothing else will happen until you enter this code.

15.2 Contingency CAS Screen 1

Screen 1 (Figure 15.3) is for information about team identification, deployment dates, points of contact, location of contractor, supported OPLANS/CONPLANS and the mission narrative.

Contingency CAS (Screen 1 of 4)

File Edit Functions Administration Help

Team ID: 15.2.1.1 Org Code: 15.2.1.2 District Code: 15.2.1.3 Response Time: 15.2.1.4 months 15.2.1.5 days 15.2.1.6 hours

Proposed Deploy Date: 15.2.1.7 Actual Deploy Date: 15.2.1.8

District POC: 15.2.1.9 District POC Phone: 15.2.1.10

Rpt. Element POC: 15.2.1.11 Rpt. Element Phone: 15.2.1.12

Geo. Contractor Disp.: 15.2.1.13

OPLANS/CONPLANS Supported:

Number	Description
15.2.1.14	15.2.1.15

Mission Narrative: 15.2.1.16

Input

Delete All

Figure 15.3 Contingency CAS Screen 1

Note: Numbers in data boxes indicate corresponding section numbers.

15.2.1 Fields for Contingency CAS Screen 1

15.2.1.1 Team ID

Enter the code that identifies the Contingency CAS reporting element. The code is either a number between 1 and 5 with an S after it (no space between the number and the S) or a number between 1 and 8 with nothing after it. This is a required data element.

15.2.1.2 Org Code

This data box is for the Contract Administration Office (CAO) code (up to 2 alpha characters). It is automatically populated based on the Username entered during the log-in procedure.

15.2.1.3 District Code

This protected data box is for the code (up to 5 alpha characters) which identifies the Defense Contract Management Command (DCMC) District. It is automatically populated based on the Username entered during the log-in procedure.

15.2.1.4 Response Time: Months

This protected data box is for the number of months in which a team can respond. It is automatically populated based on the Team ID (15.2.1.1). If the response time corresponding to the Team ID is not in months, this box is empty.

15.2.1.5 Response Time: Days

This protected data box is for the number of days in which a team can respond. It is automatically populated based on the Team ID (15.2.1.1). If the response time corresponding to the Team ID is not in days, this box is empty.

15.2.1.6 Response Time: Hours

This protected data box is for the number of hours in which a team can respond. It is automatically populated based on the Team ID (15.2.1.1). If the response time corresponding to the Team ID is not in hours, this box is empty.

15.2.1.7 Proposed Deploy Date

Enter the date (MMDDYY format) on which the team is supposed to be deployed. This is a required data element.

15.2.1.8 Actual Deploy Date

Enter the date (MMDDYY format) on which the team is deployed.

15.2.1.9 District POC

Enter the name (up to 30 alphanumeric characters) of the district's point of contact (POC).

15.2.1.10 District POC Phone

Enter the phone number (10-26 digits) for the district's point of contact (POC). If you enter exactly 10 digits, it is automatically formatted as xxx-xxx-xxxx. If you enter 11-26 digits, it appears as you type it (no automatic formatting).

15.2.1.11 Rpt. Element POC

Enter the name (up to 30 alphanumeric characters) of the reporting element's Point of Contact (POC).

15.2.1.12 Rpt. Element Phone

Enter the telephone number (10-26 digits) for the reporting element's Point of Contact (POC). If you enter exactly 10 digits, it is automatically formatted as xxx-xxx-xxxx. If you enter 11-26 digits, it appears as you type it (no automatic formatting).

15.2.1.13 Geo. Contractor Disp.

Enter the physical location (up to 20 alphanumeric characters) of the contractor.

OPLANS/CONPLANS Supported Section

To enter information (Number and Description) about supported OPLANS/CONPLANS, you must first click on the **Input** button. This causes the Contingency CAS OPLANS/CONPLANS window (Figure 15.4) to pop up on your monitor with the cursor in the Number data box. Type in the Number (15.2.1.14), and then press Tab or Enter. The cursor moves to the Description data box. Type in the Description of the mission (15.2.1.15), and then click on **Confirm**. The pop-up window disappears, and any information you entered on the pop-up window is displayed in the corresponding boxes on Contingency CAS screen 1. *Note: You can click on **Exit** at any time to cancel your request and close this pop-up window.*

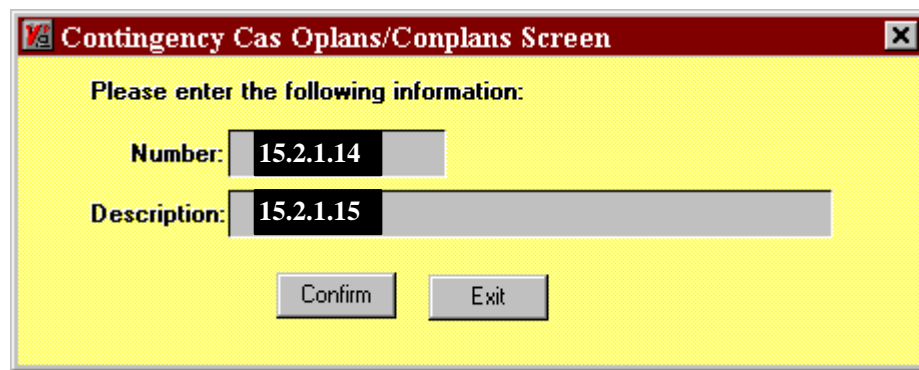


Figure 15.4 Contingency CAS OPLANS/CONPLANS Window

Note: Numbers in data boxes indicate corresponding section numbers.

When the Contingency CAS OPLAN/CONPLAN window disappears, the cursor is placed in the Mission Narrative Box on Contingency CAS screen 1. If you have information about another mission to add to the OPLANS/CONPLANS section, click on **Input** as you did before, enter the requested information on the Contingency CAS OPLANS/CONPLANS pop-up window, and then click on **Confirm**. Repeat this procedure until you have added information about all relevant missions.

You can edit/delete any information stored in the OPLANS/CONPLANS section as follows:

Locate the mission you wish to edit or delete. If there are more than three mission numbers, a scroll bar will appear on the right side of the Description area which will allow access to the additional numbers. Once you locate the number you want, you can edit it or delete it. To edit it, click on the information you want to change (Number or Description), and then type in the new information. To completely delete it (Number and Description), click on the trash can icon to the left of the number.

If you want to delete all of the information (all Numbers and Descriptions), click the **Delete All** button. This has the same effect as if you had clicked on every trash can icon that corresponded to entered information.

15.2.1.14 Number

Enter the mission duty number (up to 8 numeric characters).

15.2.1.15 Description

Enter a brief description (up to 24 alphanumeric characters) of the corresponding mission duty. This is a required data element for each OPLANS/CONPLANS Number (15.2.1.14) you enter.

15.2.1.16 Mission Narrative

Type in a description of the overall mission (up to 2,000 alphanumeric characters). You may also type the narrative in Word, copy it, and then paste it in this scrollable text box. See Appendix B for more information on using Word to cut and paste.

15.3 Contingency CAS Screen 2

Screen 2 (Figure 15.5) is for information about Contingency CAS team members: how many are required, name/rank, phone number, military/civilian status, job and specialty.

Contingency CAS (Screen 2 of 4)

File Edit Functions Administration Help

TEAM MEMBER INFORMATION:
No. Team Members Required: 15.3.1.1

	Name /Rank
15.3.1.2-15.3.1.7	

Delete All Input

Trash Can Icons Buttons

Figure 15.5 Contingency CAS Screen 2

Note: Numbers in data boxes indicate corresponding section numbers.

15.3.1 Fields for Contingency CAS Screen 2

15.3.1.1 No. Team Members Required

Enter the number (up to three digits) of personnel needed to comprise a team. This is a required data element.

Team Member Information

To enter team member information, you must first click the **Input** button. This causes the Contingency CAS Team Members window (Figure 15.6) to pop up on your monitor with the cursor in the Name/Rank data box (15.3.1.2). Type in this information, and then press Tab or Enter. The cursor moves to the next data box. Continue adding information for this team member. When you have entered all required information, click the **Confirm** button. The pop-

up window disappears, and the information you entered on the pop-up window is displayed in the corresponding boxes on Contingency CAS screen 2. *Note: You can click the **Exit** button at any time to cancel your entry and close this pop-up window.*

Contingency Cas Team Member Screen

Please enter the following information:

Name/Rank: 15.3.1.2

Phone: 15.3.1.3

Civil/Milt: 15.3.1.4

Job Series1: 15.3.1.5

Job Series2: 15.3.1.6

Specialty: 15.3.1.7

Confirm Exit

Figure 15.6 Contingency CAS Team Member Screen

Note: Numbers in data boxes indicate corresponding section numbers.

If you need to add another team member, click on **Input** and enter the requested information as you did before. Repeat this procedure until you have entered all team member information.

You can edit any team member's information from screen 2. First, using the scroll bars as necessary, find the information you want to change. Second, click on the information, and then type in the new information.

You can delete a team member and all related information by selecting (clicking on) the team member you want to delete, and then clicking on the Trash Can Icon located to the left of that team member's Name/Rank. If you want to delete *all* team member information, click the **Delete All** button. This has the same effect as if you clicked all of the Trash Can icons.

15.3.1.2 Name/Rank

Enter the name and rank (up to 30 alphanumeric characters) of each team member. This is a required data element.

15.3.1.3 Phone

Enter the telephone number (10-26 digits) for each team member. This is a required data element. If you enter exactly 10 digits, it is automatically formatted as xxx-xxx-xxxx. If you enter 11-26 digits, it appears as you type it (no automatic formatting).

15.3.1.4 Civil/Milt

Enter 3 alpha characters to represent the team member's status. For the first letter, enter one of the following: P for Primary or A for Alternate. For the second letter, enter A for Active, R for Reserve or E for Emergency. For the third letter, enter M for Military or C for Civilian. Valid values are PAM, AAM, PRM, ARM, PEC and AEC. This is a required data element.

15.3.1.5 Job Series 1

Enter the identifier (up to 4 alphanumeric characters) of the job for which the team member qualifies. Include all jobs for which the team member qualifies. This is a required data element.

15.3.1.6 Job Series 2

Enter the identifier (up to 4 alphanumeric characters) of any additional jobs for which the team member qualifies. Include all jobs for which the team member qualifies.

15.3.1.7 Specialty

Enter the team member's field(s) of specialty (up to 20 alphanumeric characters) within each job series. This is a required data element.

15.4 Contingency CAS Screen 3

The top part of Screen 3 (Figure 15.7) is for additional team information (percentage filled and notes regarding unfilled positions). The bottom part of the screen is for information about critical equipment and supplies. The system calculates and displays all team percentage values in protected data boxes. If any % Filled data box is less than 100%, you must type in an explanation in the appropriate text box (Notes or Explanation List).

Contingency CAS (Screen 3 of 4)

File Edit Functions Administration Help

TEAM MEMBER INFORMATION CONT.

% Team Filled: 15.4.2.1 Resv. Military % Filled: 15.4.2.2

Act. Military % Filled: 15.4.2.3 EE Civilian % Filled: 15.4.2.4

Notes: 15.4.2.5

CRITICAL EQUIPMENT & SUPPLIES:

Equip. % Filled: 15.4.2.6

Explanation List: 15.4.2.7

Figure 15.7 Contingency CAS Screen 3

Note: Numbers in data boxes indicate corresponding section numbers.

15.4.1 Fields for Contingency CAS Screen 3

Team Member Information Cont. Section

15.4.1.1 % Team Filled

This protected data box is automatically populated with the percentage of team positions filled compared to the total number required.

15.4.1.2 Resv. Military % Filled

This protected data box is automatically populated with the percentage of military reserve team positions filled compared to the total number of positions required.

15.4.1.3 Act. Military % Filled

This protected data box is automatically populated with the percentage of military team positions filled compared to the total number of positions required.

15.4.1.4 EE Civilian % Filled

This protected data box is automatically populated with the percentage of emergency civilian volunteer positions filled compared to the total number of positions required.

15.4.1.5 Notes

Type in information regarding unfilled team positions (up to 2,000 alphanumeric characters). This is a required data element if any of the % Filled data boxes (15.4.1.1—15.4.1.4) contains a number less than 100%. You may also type the narrative in Word, copy it, and then paste it in this scrollable text box. See Appendix B for more information on using Word to cut and paste.

Critical Equipment and Supplies Section**15.4.1.6 Equipment % Filled**

Enter the whole number percentage of total equipment requirements filled for a team deployment.

15.4.1.7 Explanation List

Type in your explanation regarding what equipment is lacking and why it is lacking (up to 2,000 alphanumeric characters). This is a required data element if you entered a value in the Equipment % Filled data box (15.4.1.6), and that value is less than 100%. You can also type the explanation in Word, copy it, and then paste it in this scrollable text box. See Appendix B for more information on using Word to cut and paste.

15.5 Contingency CAS Screen 4

The top part of screen 4 (Figure 15.8) is for information pertaining to training status while the bottom is for the District Commander's rating and general notes.

Contingency CAS (Screen 4 of 4)

File Edit Functions Administration Help

TRAINING STATUS:

Team % Trained: 15.5.1.1

Last Major Exercise: 15.5.1.2

Exercise Date: 15.5.1.3

Task Numbers Trained: 15.5.1.4

Notes: 15.5.1.5

OVERALL:

District Cmdr. Rating: C-1 100% Mission Capable 15.5.1.6

District Cmdr. Notes: 15.5.1.7

Previous/Next Arrows

Figure 15.8 Contingency CAS Screen 4

Note: Numbers in data boxes indicate corresponding section numbers.

15.5.1 Fields for Contingency CAS Screen 4

Training Status Section

15.5.1.1 Team % Trained

Enter the whole number percentage of team members who are appropriately trained for the mission.

15.5.1.2 Last Major Exercise

Enter the last major exercise (up to 40 alphanumeric characters) in which the team participated.

15.5.1.3 Exercise Date

Enter the date (MMDDYY format) on which the team participated in its last major exercise.

15.5.1.4 Task Numbers Trained

List all exercise task identifiers for which the team has trained. This box holds up to 30 alphanumeric characters.

15.5.1.5 Notes

Type in your narrative regarding training (up to 2,000 alphanumeric characters). This is a required data element if you entered a value in the Team % Trained data box (15.5.1.1), and that value is less than 100%. You may also type the explanation in Word, copy it, and then paste it in this scrollable text box. See Appendix B for more information on using Word to cut and paste.

Overall Section

15.5.1.6 District Cmdr. Rating

Select the District Commander's rating as to the team's readiness for deployment. It is a protected field in that only the District Commander is allowed to select the rating. The choices are C-1 100% Mission Capable, C-2 90% Mission Capable, C-3 80% Mission Capable, C-4 70% Mission Capable and C-5 Less Than 70% Mission Capable. To select the rating, use the previous/next arrows (Figure 15.8) on the right side of the box.

15.5.1.7 District Cmdr. Notes

This data box is for the District Commander's notes (up to 2,000 alphanumeric characters) on team readiness. It is a protected field in that only the District Commander is allowed to enter information. The notes can be typed in Word, copied and pasted to this scrolling text box. See Appendix B for more information on using Word to cut and paste.